



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, ROCK ISLAND DISTRICT
PO BOX 2004 CLOCK TOWER BUILDING
ROCK ISLAND, ILLINOIS 61204-2004

CEMVR

OCT 03 2014

MEMORANDUM FOR All Rock Island District Employees

SUBJECT: District Volunteer Policy

REFERENCES:

1. ER 1130-2-500, Chapter 10, The Corps of Engineers Volunteer Program, dated 13 March 2013.
2. EP 1130-2-500, Partners and Support (Work Management Policies), dated 13 March 2013, Chapter 10, The Corps of Engineers Volunteer Program.
3. EP 1130-2-429, Volunteer Coordinators Handbook.
4. Memorandum from CECW-CO for Commanders, Major Subordinate Commands and District Commands; Chiefs, Operations Divisions, Subject: Volunteer Program Policy Revision, dated 2 November 2011.
5. ER 1130-2-550, Chapter 9, Recreation Use Fees.
6. 31 USC 3527- Sec. 3527. General Authority to Relieve Accountable Officials and Agents from Liability.
7. AR 525-13 Antiterrorism.
8. AR 190-13 The Army Physical Security Program.
9. AR 735-5 Policies and Procedures for Property Accountability.
10. CEMVR-OC Financial liability (pecuniary liability) rules for lost and damaged Government property applied to volunteers.

PURPOSE: The purpose for this policy is to ensure that volunteers are utilized to the fullest extent permissible under applicable laws, rules and regulations.

APPLICABILITY: This policy applies to all volunteers working for Rock Island District.

POLICY: It is the Policy of the Rock Island District that the Volunteer Program be fully implemented at the District and Project levels as established by ER 1130-2-500, Chapter 10, EP 1130-2-500 Chapter 10, and policy requirements.

REQUIREMENTS:

1. The volunteer program shall be implemented at the project and district levels as prescribed in the latest ER/EP 1130-2-500.
2. MVR Volunteer Security Process (Enclosure) shall be followed for performing background checks on all Rock Island District volunteers.

3. All information received as a result of a background check will be held in confidence and handled according to Privacy Act regulation.
4. Volunteers have personal responsibility to care for Government property and may be held financially liable if the volunteer's negligence caused the loss, damage or destruction of Government property.


RESPONSIBILITY:

1. Security Office (SL) and Operations Division, Technical Support Branch (OD-T) shall work together on the implementation and updating of MVR Volunteer Security Process (Enclosure) as required to incorporate AR/ER policy changes.
2. Operations Division, Technical Support Branch (OD-T) is responsible for the Volunteer Program and the processing of all Volunteer Logical Access Credentials (VoLAC).

POINT OF CONTACT: The POC for this Policy is David Reynolds OD-T 309-794-5650.

Encl

1. MVR Volunteer
Security Process


Mark J. Deschenes
Colonel, US Army
Commander & District Engineer

MVR Volunteer Security Process

RED Path (See Page 5, Process Map)

Requirements:

1. Volunteer positions that require access to a Corps networked computer.

Process 1: Initiate PSIP Background Check

The PSIP background check is the same security check that new employees go through except that it originates out of the security office. This may be initiated at the Clock Tower by setting up an appointment with Security at CEMVR-SL@usace.army.mil or through securely transmitting the information below (A-J) to Steve Caudle and Alyssa Kling within an encrypted email.

Electronic fingerprinting is required with the background check and should be completed within 5-days of submitting the PSIP. (Process Box 2)

- A. Email Subject Line: Volunteer PSIP Background Check
- B. Full Name of Applicant
- C. Phone Number
- D. E-mail Address (not a yahoo account)
- E. Social Security Number
- F. Date of Birth
- G. Country of Birth, State of Birth, and City of Birth
- H. Driver's License Number
- I. Citizen Verification- an I9 has to be filled out at a government site so that a government employee can approve Verification of Citizenship.
- J. For the purpose of the VOLAC program coordination, David Reynolds will be listed as the supervisor for all volunteer's entered into PSIP. (Local supervisor should be entered for UPASS account setup)
 - a. Supervisor's Full Name: David B. Reynolds
 - b. Supervisor's Phone Number: 309-794-5650
 - c. Supervisor's Title: Supervisory Natural Resource Specialist
 - d. Supervisor's E-mail Address: David.B.Reynolds@usace.army.mil

Process 1a Complete eQip

Applicant will receive email notification from PSIP Center of Excellence (from the same day to 7-days later) and will have 5-days from receipt to submit the required forms. The email will contain instructions and links for accessing e-QIP.

Process 1b Background Check Complete- END PROCESS

Background checks can take up to 90-days to complete. No further action is required unless the applicant receives email notification from PSIP Center of Excellence which will indicate the missing or incomplete documentation or the volunteer has a negative report.

Process 2 Electronic Fingerprints by SL

Electronic fingerprints may be initiated simultaneously with the PSIP (for VOLAC) but should be completed within 5-days of initiating the PSIP. Electronic fingerprints for volunteers requiring a VOLAC may be made by appointment at the Clock Tower (CEMVR-SL@usace.army.mil). If you have a large number of volunteers, security will make arrangements to come out and conduct fingerprints onsite. The following information will be required of the volunteers:

- | | | |
|---------------------------|--------------|---------------|
| A. Social Security Number | D. Gender | H. Hair Color |
| B. State of Birth | E. Weight | I. Race |
| C. City of Birth | F. Height | J. Birth Date |
| | G. Eye Color | K. Gender |

Applicant must bring two forms of photo ID.

Examples: Driver's License, FOID Card, Social Security Card, Passport, Any Government or State photo ID

Volunteers may begin work while the PSIP background check is being processed.

Process 2a VOLAC Request

Contact David Reynolds (309-794-5650) or current Trusted Agent (TA) for the Trusted Agent Sponsorship System (TASS) and provide the following information on the volunteer in person or in an encrypted email:

- | | |
|--|--|
| A. Last Name | G. Primary Email (<i>Email address used for TASS notifications to Applicant</i>) |
| B. First Name | H. Eligibility Expiration Date |
| C. Middle Name | I. Street Address |
| D. Cadency Name (JR, SR, I, II, III, etc) or Leave Blank | J. City |
| E. Social Security Number | K. State |
| F. Date of Birth (MM/DD/YYYY) | L. Zip Code |
2. TA will email applicant or applicant's supervisor login information.
 3. Applicant must use the information in the email to complete the login process within 7-days at: <https://pki.dmdc.osd.mil/tass/login> and submit the required information within 30-days.

Process 2b VOLAC Request

When the applicant has completed and submitted the requested information in TASS; the TA and applicant will receive notification for the TA to review the applicant's information. The TA will approve the application and submit the information to DEERS/RAPIDS. It can take up to 48-hours from the time the application is submitted to DEERS/RAPIDS before the applicant will show up in the system.

Process 2c Initiate UPASS Request- END PROCESS

The volunteer's supervisor may initiate a UPASS account through ServiceTRAK <https://servicetrak.usace.army.mil/>.

The volunteer's onsite supervisor should be selected for the UPASS account and the Appointment Type should be "USACE Temporary/Summer Hire". This process is the same as any new employee with a CAC. The volunteer will need to complete Information Assurance (IA) training before the account is activated.

Process 2e VOLAC DEERS/RAPIDS-

VOLAC cards may be obtained locally through the security office at the Clock Tower. Make an appointment through the District Office Security Office by emailing CEMVR-SL@usace.army.mil or <https://rapids-appointments.dmdc.osd.mil/>. **Volunteer must bring two forms of photo ID**

Process 2f Activate in Active Directory- END PROCESS

Contact ACE-IT at 866-562-2348 or <https://aceit.usace.army.mil/Pages/default.aspx> with VOLAC card ID.

BLUE Path (See Page 5, Process Map)

Requirements:

2. Volunteer positions that require the collection or handling of fees.
3. Volunteer positions that require access to government files and records.
4. Individuals who volunteer for more than 120 calendar days in a year.
5. Volunteer positions that require wearing the Corps volunteer clothing/name tag who work independently of Corps personnel.

Process 3: Local Background Check

Volunteers that meet the requirements for the Blue Path must have a local background check that includes the following:

- Social security verification
- Address trace
- State or county criminal history
- Sex offender registry to search all 50 states for known sex offenders

Volunteers may begin work until arrangements are made for electronic fingerprints to be taken.

Process 3a Electronic Fingerprints by SL

Electronic Fingerprints should be initiated immediately after a local background check has been completed with favorable results. However, the fingerprints may be processed before the local background check if there is an opportunity sooner. Electronic fingerprints for volunteers meeting the requirements of 2-5 (above) may be taken by appointment at the Clock Tower

(CEMVR-SL@usace.army.mil) or in the field. If you have a large number of volunteers, security will make arrangements to come out and conduct fingerprints onsite. The following information will be required of the volunteers:

| | | | | | |
|----|------------------------|----|-----------|----|------------|
| A. | Social Security Number | D. | Gender | H. | Hair Color |
| B. | State of Birth | E. | Weight | I. | Race |
| C. | City of Birth | F. | Height | J. | Birth Date |
| | | G. | Eye Color | K. | Gender |

Applicant must bring two forms of photo ID.

Examples: Driver's License, FOID Card, Social Security Card, Passport, Any Government or State photo ID

ORANGE Path (See Page 5, Process Map)

Requirements:

6. Individuals who volunteer for less than 120 days and who do not meet any of the scenarios as described in 1-5 on the process map.
7. Volunteers who only work in proximity and direct supervision by a Corps employee.

Process 4: Local Background Check

Volunteers that meet the requirements for the Orange Path must have a local background check that includes the following:

- Social security verification
- Address trace
- State or county criminal history
- Sex offender registry to search all 50 states for known sex offenders

Volunteers may begin work immediately upon return of a favorable report.

GREEN Path (See Page 5, Process Map)

Requirements:

8. Individuals who volunteer for one-time events (14-days or less).

Volunteers who meet this requirement may begin work immediately.

POC for this document is David Reynolds 309-794-5650.

Volunteer Duties

Red Path

- (1) Volunteer positions that require access to a Corps networked computer.

Blue Path

- (2) Volunteer positions that require the collection or handling of fees.
- (3) Volunteer positions that require access to government files and records.
- (4) Individuals who volunteer for more than 120 calendar days in a year.
- (5) Volunteer positions that require wearing the Corps volunteer clothing/name tag who work independently of Corps personnel.

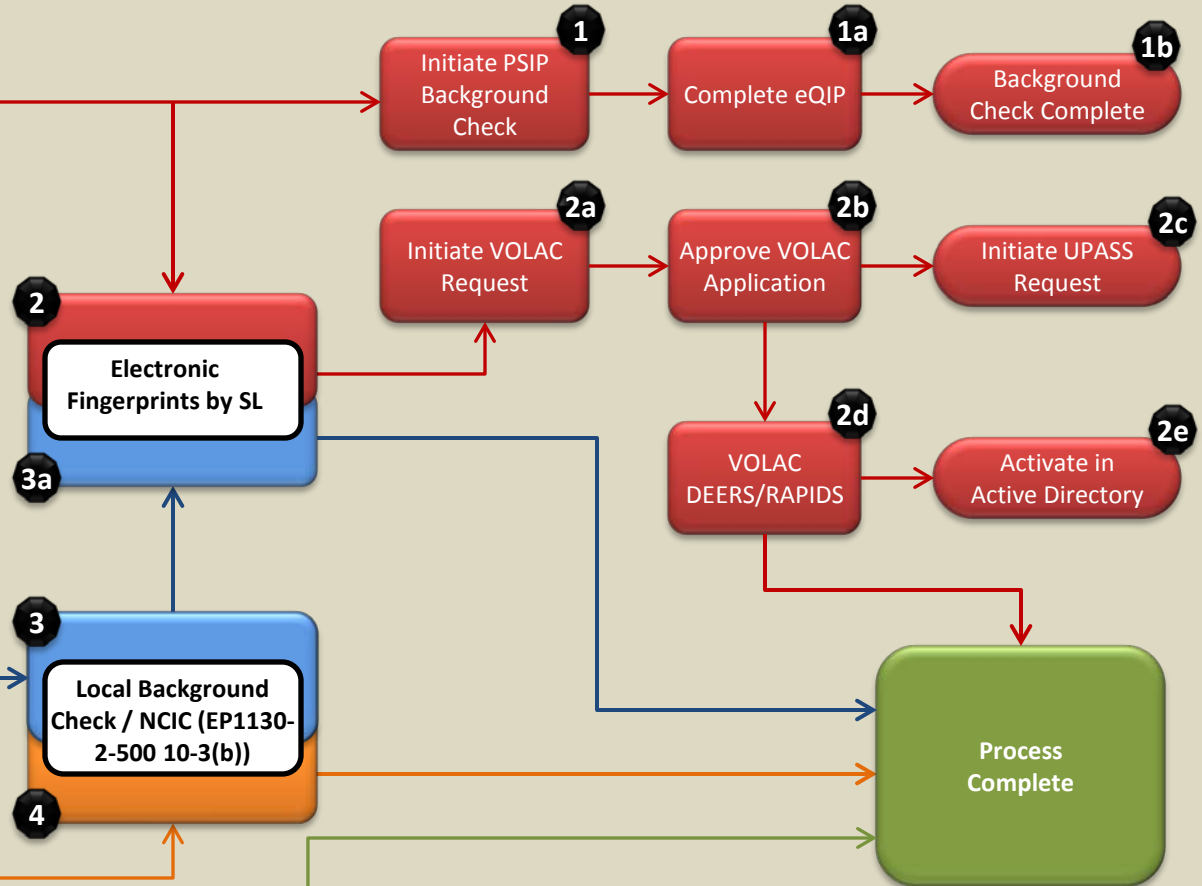
Orange Path

- (6) Individuals who volunteer for less than 120 days and who do not meet any of the scenarios as described in 1-5.
- (7) Volunteers who only work in proximity and direct supervision by a Corps employee.

Green Path

- (8) Individuals who volunteer for one-time events (14-days or less).

MVR Volunteer Security Process Map



- Volunteer Logistic Access Credentials (VOLAC) Path
- Electronic Fingerprint Path
- Local Background Check Path
- No Background Check Path